



2021 ULTIMATE GUIDE

CAREER GUIDE

COASTLINE COLLEGE

CAREER, LIFE, BALANCE

LIVE A LIFE YOU LOVE WITH COASTLINE COLLEGE

Thinking about your future career is exciting, but it can also be daunting. You need to pick things that you like to focus on, make choices about college or training, think about the interests or talent you have - and which you should pursue. How do you want to spend your day? Really?

At Coastline College we know this is a process and we can guide you along the entire journey - not just provide an education, we can guide your process from beginning to end... in 3 easy steps:

HOLISTIC COASTLINE APPROACH

DISCOVERING WHAT YOU LOVE TO DO

We help you know you... favorite subjects, interests, motivators, personal qualities, skills, circumstances, future goals, and more.



1

2

TAKING ACTION TRAINING & EDUCATION

Once you know your career it is time to take action. Short-term plans, long-term plans, getting advice, experience, education, training, is what makes us experts!



3

GETTING THE JOB YOU WANT

With our Career Center & Career Coach, we help you learn to present your skills, & gain experience; with internships, transferring, resume writing, networking, and more.



1

DISCOVERING WHAT YOU LOVE TO DO

Knowing yourself is the beginning of all wisdom. - Aristotle

WRITE YOUR STORY

INTERESTS & HOBBIES

TALENTS & SKILLS

EXPERIENCE & BACKGROUND

EXPERIENCE

KEY INFLUENCES

MISSION & GOALS

WANTS

(Example: Be out doors, world problems you want to fix.)

NEEDS

(Example:I need to live at home.)

TAKE YOUR STORY TO COASTLINE COUNSELING!
counselingdept@coastline.edu 714.241.6162

1

ASSESSMENT TOOLS THAT MAKE IT EASY



Find careers that match your strengths and discover programs at Coastline College that will prepare you for success with our cool new Career Coach tool:

coastline.emsicc.com

Would you like to discover more about yourself? Get more assessments at [Contact Coastline Counseling](#) today. We will help you learn more about you so you can pursue the life you love.

A checklist of your strongest traits - *I am very...*

- | | | |
|---|--|---|
| <input type="checkbox"/> Accurate | <input type="checkbox"/> Dynamic | <input type="checkbox"/> Pioneering |
| <input type="checkbox"/> Acceptable | <input type="checkbox"/> Energetic | <input type="checkbox"/> Practical |
| <input type="checkbox"/> Adaptable | <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Protective |
| <input type="checkbox"/> Adventurousome | <input type="checkbox"/> Experienced | <input type="checkbox"/> Rational |
| <input type="checkbox"/> Assertive | <input type="checkbox"/> Firm | <input type="checkbox"/> Realistic |
| <input type="checkbox"/> Authoritative | <input type="checkbox"/> Flexible | <input type="checkbox"/> Reliable |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Impulsive | <input type="checkbox"/> Resourceful |
| <input type="checkbox"/> Cautious | <input type="checkbox"/> Inclusive | <input type="checkbox"/> Responsible |
| <input type="checkbox"/> Charismatic | <input type="checkbox"/> Independent | <input type="checkbox"/> Responsive |
| <input type="checkbox"/> Compassionate | <input type="checkbox"/> Innovative | <input type="checkbox"/> Self-motivated |
| <input type="checkbox"/> Consistent | <input type="checkbox"/> Knowledgeable | <input type="checkbox"/> Self-reliant |
| <input type="checkbox"/> Cooperative | <input type="checkbox"/> Loyal | <input type="checkbox"/> Sensitive |
| <input type="checkbox"/> Courageous | <input type="checkbox"/> Methodical | <input type="checkbox"/> Sophisticated |
| <input type="checkbox"/> Creative | <input type="checkbox"/> Objective | <input type="checkbox"/> Strong |
| <input type="checkbox"/> Decisive | <input type="checkbox"/> Open-minded | <input type="checkbox"/> Supportive |
| <input type="checkbox"/> Dependable | <input type="checkbox"/> Outgoing | <input type="checkbox"/> Tenacious |
| <input type="checkbox"/> Diplomatic | <input type="checkbox"/> Patient | <input type="checkbox"/> Thorough |
| <input type="checkbox"/> Discreet | <input type="checkbox"/> Persevering | <input type="checkbox"/> Unique |
| <input type="checkbox"/> Driven | <input type="checkbox"/> Persistent | <input type="checkbox"/> Versatile |

CONTACT COASTLINE COUNSELING:

counselingdept@coastline.edu 714.241.6162

2



NOW THAT YOU HAVE DISCOVERED
MORE ABOUT YOU

CONTACT COUNSELING TODAY

Need to work part-time? Full-time? Have a family to take care of? No problem.

DISCOVER
A NEW
YOU
ONLINE

We're Experts!



We don't just provide education, we help you manage it while reaching your career milestones. We will help you create, and manage work, life, balance.

Pursue the life you love at Coastline.

counselingdept@coastline.edu 714.241.6162

"If you were designing college from scratch, this is how you'd do it.

- Clark Gilbert, President, BYU-Pathway Worldwide

'Stack' Your Credentials en Route to a Degree

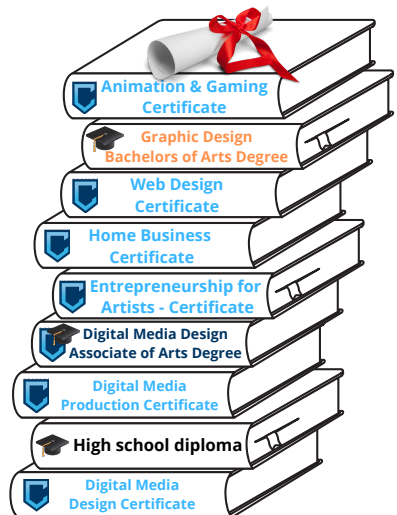
Coastline offers certifications in short online courses on specific skills.

 <p>IT Foundation Certificate of Accomplishment (12 units)</p>	<p>IT Support Specialist Certificate of Accomplishment (15 units)</p>	 <p>Cybersecurity Associate of Science</p>
<p>Cybersecurity Fundamentals Certificate of Accomplishment (12 units)</p>	 <p>Cybersecurity Certificate of Achievement (21 units)</p>	<p>Earn a degree online in 4 terms (60 units)</p>

Stackable Credentials are a series of certificates and training that allow you to "baby step" your way into a chosen field as you progress to higher occupations and/or degrees.

Always Moving You Forward

Make a plan that allows you to work AND advance while pursuing your dreams. Get a credential in a skill you need, then another, and another. Each can quickly pay off on its own by helping to get a job, raise, or promotion. Over time, they can add up to a bachelor's degree.



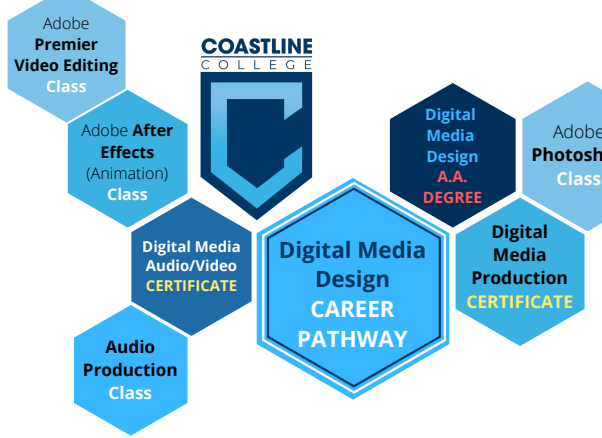
IN-DEMAND CERTIFICATES THAT BUILD

2

ALTERNATIVE PATHS TO THE TYPICAL 4-YEAR DEGREE

Start stacking up high-demand industry certifications!

Example: Get a certificate in technical support, cloud technology, or data analytics and strengthen your resume toward a bachelor's degree in Data Management...all the while, updating your résumé with certificates that increase your value on the job market before you even graduate!



Top Certificates we offer in demand today:

- Accounting
- Adobe Digital Analytics
- Allied Health Care Careers
- Amazon Web Services Associate
- Building Codes Professional
- Business Administration
- Business Economics
- Business Information Worker
- Cisco Certified Networking Administrator (CCNA)
- Computer Networking
- Customer Service Technology
- Cybersecurity
- Computer Networking
- Data Analytics
- Dietary Management
- Digital Forensics and Incident Response
- Digital Media Audio Video
- Digital Media Design & Production
- Digital Media: Animation and Gaming
- Educational Studies
- Emergency Management/Homeland Security
- Entrepreneurship and Small Business Management
- Entrepreneurship for Artists
- Gerontology
- Health Care Management
- Health Science
- Home Business
- Homeland Security (TSA)
- Human Services
- Computer Programming
- IT Certifications - there are many!
- Logistics/Supply Chain Management
- Management
- Management Skills for Retail
- Medical Administrative Office Tech.
- Medical Coding Specialist
- Mobile Applications
- Paralegal Studies*
- Process Technician Fundamentals
- Process Technology
- Project Management
- Real Estate Brokerage
- Real Estate Property Salesperson
- Real Estate Studies
- Retail Management
- Supervision
- Wellness Coaching



Why 2 years with us instead of directly going to 4 years at a University?

1. The first benefit is **time**. An AA degree takes less time to earn than a bachelor's degree.
2. **Cost**. The overall cost can be cut in half for students with AA degrees. It can add up to nearly \$50,000 savings, all due to less expensive tuition those first two years.
3. There is **less competition** for AA degree students because they have already completed entry-level requirements.



Top Degrees in demand today:

Transfer Degrees

- Biology
- Business Administration
- Child & Adolescent Development
- Communication Studies
- Economics
- Elementary Teacher Education
- English
- Geology
- History
- Mathematics
- Physics
- Psychology
- Sociology
- Spanish

Associates of Arts

- American Studies
- Art
- Arts and Humanities
- Economics
- Electronics
- Emergency
- Management/Homeland Security
- Criminal Justice
- Entrepreneurship & Small Biz.
- Management
- French
- Gerontology
- Health and Fitness
- Human Services
- Liberal Studies (for Teaching)
- Supply Chain Management Management
- Paralegal Studies
- Physical Education & Health
- Process Technology
- Retail Management
- Science and Math
- Social & Behavioral Sciences
- Supervision

Associates of Science

- Accounting
- Building Codes Professional
- Business
- Computer Networking
- Cybersecurity
- Data Analytics
- Digital Forensics & Incident Response
- Health Care Management



IN DEMAND JOBS = INNOVATIVE EDUCATION



BACHELOR'S DEGREES THROUGH COASTLINE - ONLINE!

- Accountancy
- Business Administration
- Computer Science
- Cybersecurity
- Early Childhood
- Global Business
- Human Services
- Psychology
- Sociology
- **All online with Uni tuition discounts!**



The **Associate to Bachelor's Online program** (Aka, Learning 1st) is a collaborative partnership among four nationally recognized, regionally accredited online universities. With **Learning 1st at Coastline**, you get dedicated advisors from Coastline and the University and a personalized degree mapped specifically to your major for seamless transfer and timely degree completion **all online**.

TRY AN ONLINE CLASS FOR FREE!



Noncredit Courses

- Accounting for Non-Financial Business Employees
- Microsoft Office Basics
- Introduction to Windows Operating System
- Keyboarding Basics
- Introduction to Esports
- College and Career Preparation
- Technical Writing
- Composition Support
- Writing Sentences to Paragraphs
- Writing Paragraphs to Essays
- Introduction to Organizational Management
- Organizational Communication
- English as a Second Language (ESL)

HOT JOBS = HOT DEGREES & CERTIFICATES

- 1. Ecommerce Worker**
Salary: \$42,000 – \$76,000+
- 2. Loan and Mortgage Experts**
Salary: \$43,700 – \$60,000+
- 3. Health Care Support**
Salary: \$65,300 – \$106,000
- 4. Business Development & Sales**
Salary: \$43,300 – \$105,000
- 5. Digital Marketing Pro.**
Salary: \$48,000 – \$96,000
- 6. Nurses**
Salary: \$73,000 – \$111,000
- 7. Teachers**
Salary: \$46,500 – \$73,200
- 1. Logistics/Supply Chain Mgt,**
A.A. Degree and/or Certificates
- 2. Lending & Mortgage Broker,**
Certificates
- 3. Health Care Management,**
A.S. Degree
- 4. Business,**
A.S. Degree and/or Certificates
- 5. Digital Media Design,**
A.A. Degree and/or Certificates
- 6. Gerontology,**
A.A. Degree and/or Certificates
- 7. Elementary Teacher Education**
A.A. Degree and/or Certificates

2

WORK-STUDY EARN WHILE YOU LEARN

Federal Work-Study (FWS) provides part-time jobs for eligible students to earn money to help pay for college. FWS jobs are available on-campus in a variety of departments, areas, and offices. Pay starts at \$13 an hour and each student can work up to 19 hours per week until students have exhausted their FWS award amount.

What are the benefits?

- Flexible work schedule
- Develop/enhance a professional work experience
- Networking opportunities
- FWS earnings are not required to report on FAFSA

What are the eligibility requirements?

- Students enrolled in at least (6) units
- Students who submitted a FAFSA
- Students who complete their financial aid file
- Students who meet satisfactory academic progress and have financial need as calculated by Financial Aid

How can I get FWS?

- Contact the Financial Aid office:
 - [714.241.6239](tel:714.241.6239)
 - financialaid@coastline.edu



NEXT STEPS: TRANSFERRING

Get transfer ready in as little as 2 years. Our unique curriculum is tailored to each student.

Our Transfer Center services include:

- Access to university resources.
- Transfer workshops.
- Virtual tours available 24/7.
- Transfer events and webinars with four-year schools.
- Visits with four-year admissions counselors free of charge.



Transfer Center workshops topics cover transfer admission guarantees (TAG) to 6-UCs, understanding the Associate Degree for Transfer (ADT) to 23-CSUs, how to apply and complete applications to four-year colleges and universities, an overview of four-year education costs, and preparing for transfer to CA Independent/Private and Out-of-State schools.

COASTLINE
COLLEGE



YOU DID IT! **YOU GRADUATED!!**

MAJOR MILESTONE ACCOMPLISHED!

NO STOPPING YOU NOW!

COASTLINE IS STILL HERE FOR YOU. NEXT STEP!

3

NEXT STEPS: GETTING EMPLOYED



When you are almost finished with classes, we are here to help you on the next step. Find jobs get prepared for success with our **Career Coach** tool and assistance at our **Career Center**. There are also work-study and internship opportunities as well! On Career Coach try:

- [Resume Builder](#)
- [Job Search & Apply](#)

The Career Center provides support with:

- **Career exploration, development, and planning**
- **Career assessments**
- **Jobs & internships**
- **Job search strategies**
- **Mock interviews**
- **Resume and cover letter assistance**
- **Career fairs**
- **Career workshops**

General Accounting Full-Time

Quest International Inc | IRVINE, CA

Posted on: May 21, 2021 | **Ends on:** December 20, 2022

COMPANY OVERVIEW: A career at Quest International means working in a dynamic and challenging to being a team and striving for quality performance. The medical and industrial imaging industries a long term-future with endless opportunity. We're looking for energetic and imaginative...

Paralegal/Legal Assistant - Full-time Full-Time

Brown & Charbonneau LLP | Irvine, CA

Posted on: May 18, 2021 | **Ends on:** July 17, 2021

Legal Assistant (full-time – not a remote position) Law firm in Irvine, CA - We are a boutique litigation f

GETTING THAT PROMOTION

Every company has its policies regarding certifications and salary increases. Look at these guidelines before approaching your boss to ask for a raise. Remember that booklet of procedures you got on your first day of training? Then:

- **Schedule a private meeting**
- **Come prepared with proof & build your case**
- **Be realistic in your ask**
- **Be open to feedback from your manager**



It's important to understand that negotiating your salary is a perfectly normal part of the employment process. Getting the salary you deserve is part of advancing in your career.

Your salary is more than a deposit to your bank account, it's how your company shows you they appreciate your work and value you and your skills. Coastline will help you get there.

3

STARTING YOUR OWN BUSINESS

Got a garage filled with ceramics you just made at Coastline? Now you want to sell them? Coastline can help you with that:

- ☑ **Entrepreneurship Essentials, Certificate**
- ☑ **Entrepreneurship for Artists, Certificate**
- ☑ **Entrepreneurship and Small Business Mgt, A.A. Degree**
- ☑ **Mobile Applications, Certificate**
- ☑ **Digital Media Design, Certificate**
- ☑ **Business Plan, Certificate**
- ☑ **Introduction to Marketing, Course**
- ☑ **Introduction to Mass Communications, Course**
- ☑ **Home Business, Certificate**
- ☑ **Web Design, Course**



WHY COASTLINE?

- **90% of our courses are ONLINE!**
- Our 1-2-3 Holistic Approach
- 4, 8, 12 & 16-week Courses
- Multiple start dates
- Affordable quality learning experience
- 45 years of innovation & accreditation
- Convenient
- Cost-effective
- Student Support Team



COASTLINE
COLLEGE



I want a happy life...

1. Contact Coastline College.
2. _____
3. _____
4. _____
5. _____



LIVE A LIFE YOU LOVE!

AT **COASTLINE** YOU DON'T JUST GET AN **ONLINE** EDUCATION YOU GET A **PLAN**

Start planning for **your future now.**

WHETHER YOU ARE JUST
STARTING OUT IN LIFE,
RESTARTING, OR ELEVATING
YOURSELF IN YOUR CURRENT
CAREER, WE ARE HERE TO HELP

CONTACT US TODAY!
COASTLINE.EDU